

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Paterson Housing Authority

PHA Number: NJ21

PHA Fiscal Year Beginning: April 1, 2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is:
The Paterson Housing Authority sees its mission as:
- Providing housing opportunities for Paterson residents eligible for public housing or for Section 8 housing choice voucher that is decent, safe, sanitary and affordable.
 - Providing economic uplift opportunities for its family housing resident who are unemployed or underemployed by providing appropriate training and exploring job opportunities with and for residents.
 - Promoting home ownership through the HOPE VI, Section 8 Programs, and other programs.
 - Working with other entities in the creation of mixed income finance developments to provide new or rehabilitated housing.
 - Empowering its residents, in concert with HUD's programs and initiatives.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☒ Reduce public housing vacancies:

- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☐ Other (list below)

- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
 - ☒ Improve public housing management: (PHAS score)
 - ☒ Improve voucher management: (SEMAP score)
 - ☒ Increase customer satisfaction:
 - ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☒ Demolish or dispose of obsolete public housing:
 - ☒ Provide replacement public housing:
 - ☒ Provide replacement vouchers:
 - ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☒ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)
Promote computer skill development among public housing residents.
Promote partnerships with educational institutions for non-traditional training programs.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

1. [X] PHA Goal: Improve the security and safety of public housing sites:

[X] By April 1, 2003, the PHA will meet with the Mayor and Public Safety Director to discuss police precinct(s) in which public housing sites are located in order to establish a working relationship.

[X] By April 1, 2003, the PHA in conjunction with the City of Paterson or appropriate Federal, State or Local officials to develop a citywide plan to reduce crime.

[X] By April 1, 2003, installation of vehicular access at NJ21-3 Alexander Hamilton Development.

[X] By June 1, 2003, will have installed remote monitoring capabilities at the six senior sites

2. [X] PHA Goal: Improve the public perception of the housing authority as a public agency:

[X] By September 1, 2003 the PHA will prepare a community relations plan which includes tasks, schedules, and personnel assignments.

[X] By June 1, 2003, the PHA will establish a schedule of speaking engagements at community organizations/clubs for the Executive Director and senior staff, with the purpose of presenting a positive image of the housing authority.

3. [X] PHA Goal: Build communication and partnerships with the other public agencies for the benefit of the public housing population:

[X] Develop advocacy and support of the community, charitable organizations, and governmental agencies for resident benefit by implementing a public speaking program.

[X] Motivate residents to improve their family circumstances according to their own individual abilities by developing academic enrichment programs.

[X] By April 1, 2003 initiate, in partnership with NJ Community Development Corporation, the IDA Program.

[X] Increase Newsletter circulation to include community partners and governmental agencies.

[X] Upgrade website information ongoing to keep residents current on PHA information.

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

EXECUTIVE SUMMARY

In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Paterson Housing Authority is pleased to submit the Agency Plan.

The Agency Plan is presented in two sections:

Section 1: Five Year Plan

This Section includes the PHA's Mission Statement, goals and objectives. The Housing Authority has considered the Mission Statement, goals and Objectives of HUD in developing the Five Year Plan. (See Attachment A)

Section 2: Annual Plan

This Section includes the components required to be submitted by a Standard performing housing authority.

Please refer to the Table of Contents for the components included. Any required components that are not included in this submission are so indicated in the Table of contents, along with the location of the applicable materials and the date submitted to HUD, if required.

The Five Year and Annual Plans were available for review by the public from November 1, 2002 to December 15, 2002, as noted in the public notice published October 28, 2002. An attendance sheet for the public hearing as well as the minutes, including resident/public comments, are available for review in the Housing Authority's file on the Annual Plan. All comments received have been considered and addressed by the Paterson Housing Authority and the Board of Commissioners approved the Five Year Plan and Annual Plan for submission to HUD on January 10, 2003.

Questions or approval notification should be addressed to Irma Gorham, Executive Director of the Paterson Housing Authority.

Respectfully submitted,

Irma Gorham
Executive Director

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration
- ☒ FY 2002 Capital Fund Program Annual Statement
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☒ PHA Management Organizational Chart
- ☒ FY 2003 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP)	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
x	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	other approved proposal for development of public housing	
x	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	80%	5	4	4	2	4	2
Income >30% but <=50% of AMI	71.7%	4	5	3	3	5	2
Income >50% but <80% of AMI	44.1%	3	4	4	2	4	4
Elderly	29%	5	4	3	5	2	3
Families with Disabilities	N/A						
Race/Ethnicity Blk	77.9%	5	4	4	1	4	2
Race/Ethnicity Wht	86.2%	5	4	4	1	4	2
Race/Ethnicity Hisp	86%	5	4	4	1	4	2
Race/Ethnicity All	82.1%	5	4	4	1	4	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2003
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5059	100%	
Extremely low income <=30% AMI	3845	76%	
Very low income (>30% but <=50% AMI)	1037	21%	
Low income (>50% but <80% AMI)	177	3%	
Families with children	2749	54%	
Elderly families	1430	29%	
Families with Disabilities	857	17%	
Race/ethnicity (Blk)	3116	62%	
Race/ethnicity (Hisp)	1598	32%	
Race/ethnicity (White)	337	6%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	213	4%	
1BR			

Housing Needs of Families on the Waiting List			
	2245	44%	
2 BR	1429	28%	
3 BR	980	19%	
4 BR	184	4%	
5 BR	8	1%	
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 24 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1164	100%	
Extremely low income <=30% AMI	826	71%	
Very low income (>30% but <=50% AMI)	303	26%	
Low income (>50% but <80% AMI)	35	3%	

Housing Needs of Families on the Waiting List			
Families with children	952	82%	
Elderly families	42	3%	
Families with Disabilities	167	15%	
Race/ethnicity (Blk)	837	72%	
Race/ethnicity (Hisp)	304	26%	
Race/ethnicity (White)	23	2	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)	N/A		
0 BR	900	78%	
1BR	35	3%	
2 BR	77	7%	
3 BR	105	9%	
4 BR	38	3%	
5 BR	8	0	
5+ BR	1	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 42 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

D Strategy for Addressing Needs

Due to the shortage of housing in the City of Paterson, the Authority will continue to apply for additional vouchers and encourage greater landlord participation.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units

- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
Within 5 years, affordable housing strategy.

Need: Specific Family Types: Families with Disabilities**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations. (Section 8 jurisdiction-Paterson only)
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund	5,909,132	
b) Public Housing Capital Fund	2,941,600	
c) HOPE VI Revitalization	-0-	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,419,500	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Resident Opportunity and Self-Sufficiency Grants	-0-	
h) Community Development Block Grant	-0-	
i) HOME	-0-	
Other Federal Grants (list below)		
a)) HOPE VI Low Rent Subsidy	436,065	HOPE VI
2. Prior Year Federal Grants (unobligated funds only) (list below)		
a) Public Housing Operating Reserve	4,563,325	Public Housing Operation
b) Capital Fund CFP 2001-2002	3,062,500	Capital Project
c) HOPE VI	-0-	
d) Drug Grant	-0-	
e) Replacement Housing Funding NJ21-4	2,368,700	Replacement Housing
f) FSS	47,250	Public Housing Supportive Services
g) Homeownership	5,790	Public Housing

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) ROSS – 2002	200,000	Public Housing Seniors
3. Public Housing Dwelling Rental Income	3,597,600	Public Housing Operations
4. Other income (list below)		
a) Sales/Services to Residents	12,000	Public Housing Operations
b) Laundry Income	27,300	“
c) Late Charges	21,500	“
d) Other Misc.	4,000	“
e) Security Admin Fee	5,000	“
f) Excess utilities	48,312	“
g) Rental Income	93,600	“
h) Interest	71,730	“
5. Non-Federal sources		
a) Bond Refinancing Proceeds	19,000	Public Housing Operations
b) Sale of Land NJ21-4	500,000	Capital Project
c) HOPE VI Community Supportive Services	500,000	Social Service Programs (HOPE VI)
Total Resources	32,853,904	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) When families submit application.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☒ Other (describe) The Registry – independent credit and criminal checks.

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

- b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies

☒ Overhoused

☒ Underhoused

☒ Medical justification

☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)

☐ Resident choice: (state circumstances below)

☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

☐ Victims of domestic violence

☐ Substandard housing

☐ Homelessness

☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans' families

☐ Residents who live and/or work in the jurisdiction

☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)

☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

- ☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans’ families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

1. Involuntary Displacement – Disaster
 2. Involuntary Displacement – Federal, State and City Action
 3. Working or being notified that they are going to be working in the City of Paterson
 4. Victims of Domestic Violence
 5. Households whose head, spouse or sole member is elderly or disabled person
 6. Residents of the City of Paterson for a period of six consecutive months
 7. Veterans who are residents of the City of Paterson Housing Authority.
- Everything being equal, then date and time will be the deciding factor.

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements.

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA’s Admissions and (Continued) Occupancy policy

- ☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments

- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

1. Shortage of available housing.
2. Hardship due to illness.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 1. Live in the City of Paterson for a period of six consecutive months.
 2. Worked, or have been notified that they will be working in the City of Paterson.Everything being equal, then date and time will be the deciding factor.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,
Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☒ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member

- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)
Syndicated public housing property.

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)
IRS Regulation based on median income.

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)
Any time a family experiences an income decrease.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)
Analysis of Fair Market Rent

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☒ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☒ Other (list below)
- Maximum lease up.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1613	200-204
Section 8 Vouchers	808	10
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Fair Share Unification 75	
Public Housing Drug Elimination Program (PHDEP)	1613	N/A
Other Federal Programs (list individually)	Capital Fund Program HOPE VI	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Blood Borne Disease Policy
- Hazardous Materials
- Natural Disaster Policy
- Community Space Policy
- Maintenance Repair Charge List
- Preventive Maintenance Policy
- Maintenance Training Policy

A [] Data directions computerized work order and inventory control book

B [x] Maintenance Manager's resource book

C [x] Night emergency crew procedures

D [x] Elevator Maintenance and PM contractor specs

E [x] Pest Control/Exterminator contractor specs

- (2) Section 8 Management: (list below)
- A ☒ HQS Inspection Forms
 - B ☒ Section 8 Administrative Plan
 - C ☒ Section 8 Orientation Video Workshops
 - D ☐ Nan McKay Section 8 Management Handbook
 - E ☒ Nan McKay Owners Handbook and Tenant Handbook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☒ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:
One informal hearing, if requested.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment F.

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment #

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name: Christopher Columbus Development
 2. Development (project) number: NJ21-5
 3. Status of grant: (select the statement that best describes the current status)
- ☐ Revitalization Plan under development.

- ☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

NJ21-3 Alexander Hamilton Development

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

New

construction citywide.

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

Affordable Housing activities.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Alexander Hamilton Development
1b. Development (project) number: NJ21-3
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description
☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: Alexander Hamilton Development Affordable Housing Strategy
1b. Development (project) number: NJ21-3
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:

- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)

3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☒ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA established eligibility criteria

- ☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

Assessment by the FSS Coordinator.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component.
Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 8/13/01

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2,

Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Evening Youth Program	150	Vol.	Dev. Site	Public Housing
Job Developer Program	50	Vol.	Dev. Office	Both
ROSS GED Program	50	Vol.	Dev. Site	Both
Adult Day Care Program	25			Public Housing
Homeownership Counseling	50		PHA	Section 8
After School	85	Vol.	YMCA, PTF	Both
Bi-Lingual Social Services	150	Vol.	Catholic Family & Community Services	Public Housing
Family Counseling	500	Vol.	Catholic Family & Community Services	Public Housing
ROSS Health Screening	100	Vol.	St. Joseph's Hospital	Public Housing
ROSS Nutrition Program	40	Vol.	Rutgers Coop Extension	Public Housing
ROSS Youth Computer Program	20	Vol.	Rutgers Coop Extension	Public Housing
ROSS Social Work Program	150	Vol.	Dev. Site	Public Housing
ROSS Dental Mobile	75	Vol.	Delta Dental	Public Housing
ROSS Computer Literacy	20	Vol.	Dev. Site	Public Housing
ROSS Youth Tutorial Program	50	Vol.	William Paterson University	Public Housing
Community Police Program	250	Vol.	Dev. Site	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	50	28
Section 8	-	0

- b. ☐ Yes ☒ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:
Continue to encourage voluntary participation. Increase outreach to Section 8 residents.

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

NJ21-1 Riverside Terrace Development

NJ21-3 Alexander Hamilton Development

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

NJ21-1 Riverside Terrace Development

NJ21-3 Alexander Hamilton Development

NJ21-7 Dr. Norman Cotton Homes

NJ21-8 Rev. William Griffin Homes

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☒ Other activities (list below)
Assigned Community Relations Officers for PHA sites

4. Which developments are most affected? (list below)

NJ21-1 RiversideTerrace Development
NJ21-3 Alexander Hamilton Development
NJ21-6-1 Nathan Barnert Homes
NJ21-7 Dr. Norman Cotton Homes
NJ21-8 Rev. William Griffin Homes

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: G
In the FY 2002 Appropriations Bill, PHDEP funds are to be merged into Operating Funds.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The PHA Pet Policy is intended to meet the needs of management, non-pet owning residents, and pet owing residents.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☒ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☐ Other: (list below)
3. ☒ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☐ Attached at Attachment D.
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☒ Other: (describe)
Approved by the Mayor ,City Council, Governor.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☒ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☒ Other (list)
In keeping with State Statute, the City Council, Mayor or Governor, will be responsible for replacing a Commissioner.

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: City of Paterson
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - ☐ Other: (list below)
3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Identify parcels of land for the development of affordable housing.

Ongoing consultation on identifying community needs and assisting in the development of a plan to address the needs.

Coordinate homeownership counseling for first time Section 8 homebuyers in conjunction with IDA Program.

Partnership with the City in developing a 5 year Strategic Affordable Housing Plan.

D. Other Information Required by HUD

Housing Authority of the City of Paterson

Attachment A:

Goals:

#1. INCREASE THE AVAILABILITY OF DECENT, SAFE AND AFFORDABLE HOUSING

- A. The Authority has received approval for an additional 25 Family Unification Vouchers.
- B. The Authority has attempted to reduce the vacancy rate through:
 - 1. Establishing a vacant unit team.
 - 2. Contract with outside to expedite apartment repairs and turn-around time.
 - 3. Establishing internal controls to expedite unit turnovers.
- C. Increased Payment Standards to 100% of FMR to increase utilization.
- D. Initiated a Self Painting Apartment Program for the purpose of vacancy reduction.

#2. IMPROVE THE QUALITY OF ASSISTED HOUSING

- A. Ongoing contact of staff with residents and resident activities through special programs.
- B. Distribution of a bi-monthly newsletter.
- C. Creation of a PHA website (patersonhousingauthority.com).
- D. Ongoing modernization of public housing units at the Riverside Terrace Development and Alexander Hamilton Development.
- E. Oversight for the development of 343 newly constructed HOPE VI units and 30 homeownership units.

#3. IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY

- A. Provide resident patrol training for all housing developments and provide Assistance with the implementation of the resident patrols.
- B. Implemented aspects of the PHA's Security Plan.
- C. Increased enforcement of screening and eviction for drug abuse and other criminal activity.
- D. Greater lease enforcement in habitual late, illegal tenants, and illegal appliances.

#4. INCREASE ASSISTED HOUSING CHOICES

- A. The PHA continues to offer housing choice voucher counseling sessions.
- B. The PHA, in partnership with the NJ Community Development Corporation, has received approval from the State of New Jersey for the IDA Program.
- C. The PHA is a HUD approved Housing Counseling Agency and conducts pre-purchase homeownership counseling and tenancy counseling.
- D. Conducted a series of meetings for the PHA's Section 8 income eligible, working heads of household families to assist them in homeownership purchase.
- E. Conducted a Citywide Homeownership Fair.

#5. PROMOTED SELF SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

- A. Offered programs that promoted self sufficiency opportunities including computer literacy training.
- B. Organized two (2) Job Fairs and two (2) Seminars on Resume Preparation.
- C. Partnered with Rutgers University to offer nutrition classes to residents.
- D. Partnered with St. Joseph's Hospital and the Paterson Community Health Center to offer residents hypertension and glucose screening, dental care, and food stamp assistance.
- E. Offered a site GED training in cooperation with the school district.
- F. Promoted a Teen Magazine Program that offered training in career opportunities.
- G. Provided Section 3 Employment/Training opportunities.

#6. IMPROVE THE SAFETY AND SECURITY OF PUBLIC HOUSING RESIDENTS

- A. Meetings have been held with the Paterson Police Department and a plan to reduce crime at the public housing sites has been established.
- B. A tenant patrol has been started at NJ21-9 Joseph Masiello Homes.
- C. Installation of CCTV security systems in each of the senior citizen developments.
- D. Upgrading of outdoor site lighting at NJ21-1 Riverside Terrace Development.
- E. Initiated planning process to establish on-site police precincts at each of the two high rise developments.
- F. Held teen Summits to address gang problems.

#7. IMPROVE THE PUBLIC PERCEPTION OF THE HOUSING AUTHORITY AS A PUBLIC AGENCY

- A. Authority staff has built new partnerships with various organizations in the Community.
- B. Partnership with NJ Community Development Corporation in the State of New Jersey, Individual Development Account (IDA) Program.
- C. Resident Participation Training including all aspects of Resident Quality of Life and Management issues.

**#8. BUILD COMMUNICATIONS AND PARTNERSHIPS WITH OTHER
PUBLIC AGENCIES FOR THE BENEFIT OF PUBLIC HOUSING
POPULATION**

- A. The Executive Director has increased the PHA's interaction with government agencies and community service providers to promote partnerships that benefit and serve the residents.

#9. YOUTH AND RECREATION PROGRAMS

- A. Held a Teen Summit to address concerns of teenagers.
- B. After-School Tutorial Program provided by William Paterson University.
- C. Two National Service Days.
- D. Summer day camps.
- E. Partnership with the Community Action Agency for a PHA Golf Program.

Attachment B: **Resident Membership of the
PHA Governing Board**

Resident Name: Erma L. Bonds

**Appointing
Official:** Paterson City Council

Term of Office: February 1, 2002 – January 31, 2005

Attachment C: Resident Advisory Board Members

Shirley Moore, NJ21-1 Riverside Terrace Development Resident Council
Jacquelyn Dixon, Barbara Jones

Eugenia Burton, NJ21-3 Alexander Hamilton Development Resident Council
Wanda Watkins

Eugene Miller, NJ21-6-1 Nathan Barnert Homes Resident Council

Joan Corradino, NJ21-6-2 Dr. Andrew McBride Homes Resident Council

Earline Bolden, NJ21-7 Dr. Norman Cotton Homes Resident Council
Gladys McDuffie, Charles B. Thomas, Della Jordan, Ruby Scott

Mae Munsinger, NJ21-8 Rev. William Griffin Homes Resident Council
Vernon Allen

Erma L. Bonds, NJ21-9 Joseph Masiello Homes Resident Council
Vivian Waring,

Ernestine Cabezas, NJ21-10 Gordon Canfield Homes Resident Council
Florine Briggs

Dawn Miller, 171 Alabama Avenue, Paterson, NJ 07513

Joyce Addison, 91 Belmont Avenue Apt. 2A, Paterson, NJ 07522

Attachment D:

**Resident Advisory Board Meetings-
Developing PHA Plan**

Resident Advisory Board Meeting re 5 Year Plan October 22, 2002

Topics:

Community Service Requirement
Capital Fund Overview
Maintenance Training Policy
Maintenance Charge Changes
Preventative Maintenance Policy
HOPE VI Community Center Rental Policy
Facility Access Policy

**PATERSON HOUSING AUTHORITY
60 Van Houten Street
Paterson, New Jersey 07505**

October 22, 2002—5 p.m.

Meeting started at approximately 5:25 p.m. Sign in sheet was passed around for all to sign.

Irma Gorham spoke briefly, indicated that Carol Gladis will be point person re Annual Plan for the Housing Authority. Things we will be doing in the next year re public housing and Section 8. One of a series of meetings, input from residents re ideas, problems, important. Noted the presence of Ed Cotton, Ovid Patterson, Roy Schmidt, Wanda Johnson, Josetta Elam, Commissioner Erma L. Bonds (resident), and resident councils from developments. Help that all came, helpful to the process.

Carol Gladis: Hi everyone! Let's go around and introduce ourselves and where we are from.

Ernestine Cabezas, 160 Ward Street. Vivian Waring, 255 Atlantic Street. Florine Briggs, Gordon Canfield Homes. Charles Thomas, Rosa Parks Boulevard. Della Jordan, also Rosa Parks Boulevard. Mae Munsinger, 199 Carroll Street. Gladys McDuffie, Rosa Parks Boulevard. Eugenia Burton, Alexander Hamilton Development Resident Council. Vernon Allen, 199 Carroll Street.

CG: Will try to make this light as possible. Please ask questions. RAB required under HUD regulations. Matters re Resident Councils, Section 8 also. RAB process necessary to prepare our Annual Plan. Go over items, let us know how you feel. Bring it to the forefront, your ideas. If there something major, let us know. Lease changes, Pet Policy, etc. HA plan is a template, go over the plan with you. There is a guide to policies, etc. Two parts of the Plan, 5 Year Plan and Annual Plan every year. HQWRA created plan – your participation. CFP will be discussed, type of work being done. Resident portion-we included everything we can. Share policies with you.

Introduction: this is our first RAB Meeting, one in the day and one at night. Agenda will be different next week when we meet on 10/29 at 10 am. Plan goes on review in our back conference room from

November 1 to December 16, 2002. Have a public hearing on December 19, Board will vote on the plan on January 7, 2003. Then submit to HUD on January 10, 2003.

Vernon Allen: Conflict of interest, I set on another resident board?

CG: No. Template document is in the works, being revised. Goals of HA: achievements over the last year, security, etc. Come back with your questions. Agenda: topics to go over are things to keep you informed. Community Service Requirement not required for seniors—8 hours per month of community service except seniors.

Wilfredo Vazquez: Will go over Capital Fund 2000, 2001, 2002. Three sets of documents for each year—budgets funded. Included in order to submit to HUD. Spending funds obligated 2000, ongoing. 2001 50% obligated, 2002 approved by HUD—start in 2003. Two year obligation period, three years expended. Timetable of four years. This year 2003, amount reduced. \$2,941,601 for 2003. Anticipated what will be in the budget for this year. Look at Table Library at back of document. Submit 5 Year Plan with 2000 statement. Each year up to 5 years, add another 5th year. This is the 4th year. Funding package amounts to \$2,941,601. One to thirteen, categories. 1406: \$588,832 operations in general. 20% of funds for each two categories. Management improvements—training, salaries, etc. 1410: Administrative—salaries, costs, etc. for agency. 10%. Next page—1430: fees to architects, engineers, etc. consultations. \$93,489—7%. NJ21-1 main focus and some senior sites. NJ21-3—address situation. Another program, NJ21-1 underground utility upgrade, \$544,000 over three years. Painting apartments, common areas, doors—50%, ranges, fire escapes. NJ21-3, one item heating system. NJ21-9, one item upgrade manager's office. NJ21-10, window. Go over 5 Year Plan next week.

Ed Cotton: NJ21-10—not just windows, also doors.

WV: Will look into it.

Erma Bonds: NJ21-9, parking lot?

WV: 2003, will start.

Tenant: Screens damaged, took it to Goffle Road for repair, \$68 paid myself.

WV: We go out to bid for prices.

Tenant: 163 Rosa Parks, asking for repair. Paid for windows myself.

WV: Talk later about that. Plan also to upgrade computerization, 50% purchase price. Any questions? 1406? Salaries, maintenance. 14-8? Management, salaries off set—fraud. Tenant services, background checks, two year obligation. Please comment until we submit plan.

VA: Is there anything re security monitors?

WV: Budget limited, PHDEP funds no longer. General operations, independent security.

Tenant: Cotton Homes—door problems. Can't get firemen, emergency inside.

WV: Handled by Operations.

Roy Schmidt: System to be upgraded next month. Problem with gate and door, will be back again to check on it.

Tenant: Afraid to go down in the elevator, no security. What can we do? Drugs that come in from back lot.

EC: Fixed today.

Tenant: No parking for residents. Doors? NJ21-10, gate broken.

WV: Will give you a copy of plan. Please call or write.

Tenant: NJ21-10, windows—who decides?

WV: Engineering firm to make assessment what needs to be done. We get more than we can pay for. Showing expenses for 5 years, 6 years too much money, we don't have.

Tenant: Windows not as important as gate and doors.

WV: They are new, cannot do it again.

Tenant: Broken a long time.

WV: Cars ran into the gate.

EC: Roy?

RS: Three prices, difficult to get three prices from contractors. Will try to get a price.

Tenant: We cannot park in lots, no room.

RS: Also, get inspected by outside agencies. Number of windows double glazed, penalized by this problem.

EC: NJ21-10, heating units not right. In order to get heat, turn all the way up.

WV: Will check that? Need to know where problem is.

EC: 21-10, they come to me. They came back to check, some part.

Tenant: NJ21-9, does HA do insulation for doors? No insulation for balcony doors.

WV: We try to do that. PTF has an energy program. We do not do insulating. PSE&G also might have program. Will look into it.

VA: Doors, etc. Young come in at night, they ruin doors, cannot tell people what to do. They will not listen.

WV: They should not be there. Vandalism—at 21-7 ac stolen. We have to work together.

EB: NJ21-9, need a sign like that.

WV: Will send a copy.

CG: Welcome Mayor Torres. Next, policy changes. Maintenance Training.

EC: Employees should know these requirements for repair to do their job. Mandatory. Optional for BMW. Small groups-2 hours on Thursday, will save the HA money, no overtime. Training at 21-3m 13 topics. (Ed read all topics) Some staff using air gun. Power snake better. Lock repair, Elevator, etc. Contractors for elevators, check every day. Vandalism at 21-3, needed a part from California. Especially senior sites, damage on weekends. Continues to read topics. Started program last month.

EB, 21-9: SMR?

EC: Supervising MR.

EB, 21-9: Do everything?

EC: Work orders, etc.

VA: Health aide comes to my apartment.

EC: Yes. Can do some extra work for you. Two per building. At 21-9, 188 units. One BMW for a lot of units, one BMR for repair. Schedule in place, have a contract for window cleaning two times a year. Common areas-contract for hallways each month, Carroll Street.

Tenant: Do we have to pay for bulbs?

EC: Yes, you replace them.

Tenant: Paid \$6.45 for each.

EC: We can bring someone from another site, will not leave you with no one. Maintenance at senior sites, seniors happy.

VA: Some do not want you in their apartment. They blame maintenance staff if something is missing.

EC: However, there are times we have to get in to keep a schedule-emergency, etc., have to get in. Cannot let the tenants hold us hostage for work.

Tenant: Maintenance should leave a tag, they did not leave anything.

EC: They are to do that, experienced in these procedures, should leave a note-tag.

S.Moore: Why do we pay for thermostats?

CG: Maintenance policy here, will include in our plan.

EC: Charge List, page 4. Storm doors added, PHA costs. Page 2, window glass 21-1 & 21-12, sash, labor, total \$74. Shower head \$8, labor \$7, total \$15. Toilets-tank \$50, labor \$14, total \$64.

MaeM: If next door bathtub backs up, why do I pay? He should pay.

EC: We will check on it when Alberta comes back. Will talk to her.

Eburton: Increase? Why?

EC: \$50, we remodeled office.

Tenant: Toilet-pay for labor?

EC: Work order? Price of materials, no labor added in.

VA: They destroy intentionally.

EC: Normal wear and tear things like that. Some apartments damaged badly, tenant damage. Will talk about that. Miscellaneous: clean out apart-per room \$75, was not enough.

Tenant: Apartment of certain tenant unfit?

EC: Pursuing that now. Working on apartment at Mr. Allen's place. Urine and feces all over, contact your manager.

Fbriggs: Still ignored.

LH: Social services will come in.

EC: This place was very bad.

EB 21-9: How do you charge?

EC: Senior, tell them to clean by themselves.

VA: Some thinking it is manager, not about government.

EC: Will let you know what it is. Every major agency has a charge list, two years ago we had no charges. Page 2 bottom, electric charges. Labor was high. HUD cut funds, we have less to work with. This is a good program.

Fbriggs: Maintenance salaries, pay for labor?

EC: Times when there was destruction. Was not charged.

OP: Paying twice? This is to reimburse HA, time is money. Tenant damages, special circumstances taking from their other jobs.

Smoore: Thermostats-no labor.

EC: Judgment call.

PT: Sometimes they are broken by tenants.

SM: Before it was working.

WV: Should that be the case will fix no cost. Four or five times a week. In your case-important, can replace without cost.

Tenant: Thermostat falls off wall.

WV: Check for ghosts!!

MaeM: Falls off, melts. Tell maintenance-make us pay for it.

EC: Should be—no charge for valve, know what to do.

PT: Managers approach—we lean in their favor.

OP: Obvious.

EB21-9: Your house, you pay for bulbs. Should go to manager, do things the right way. They want to fuss about it. Go to your manager, come to meeting next.

EC: Preventive Maintenance, know what it is? Team in place for 2 years now. Go to each unit during 12 month period. 21-3, units 3 or 4 people, try to work in conjunction with each other, fix Problems; move on. Free up staff for emergencies. Work tasks, programs of HUD. Good program to reduce requests and inspections; some things mandatory. They should make sure whatever they see needs correcting be done. List of items to be done on schedule.

EC21-10: Vents not working, odor through building. Goes throughout.

Fbriggs: Complaints.

EC: Had problem with vents, look at your checklist to see this is part of preventive maintenance program. Major problem.

WV: Replacement in 5 year plan, roof fans.

LH: Noisy, run during the day and off at night.

VA: Backing up of sinks, etc.

EC: Policy good for HA.

CG: Next policy-HOPE VI Community Center, see it yet? This policy inside? Schedule, will rent it out to pay for costs. Policy for rental new, have to maintain. 350 people capacity in gym. No cooking. Gym and conference room, fees \$50 hour, gym \$200 hour. 4-6 hours fees. That is what we require. \$100,000 to maintain, insurance, deposit, etc. Damages, police security, clean up, out by 1 am. Liquor license needed. Smoke free building. HOPE VI residents special priority.

Tenant: 350? Conference room 30?

WJ: HA only?

CG: No, fees for all. School district now using facility, out by end of November except for PEP 21, etc. PAL? Building Access Policy-Try to get into buildings. Internal policy. Safety, security privacy. Organizations with contracts have access. Produce document, write to ED. Medical services-will check with Resident Council. Presentation in community room, not one for one. Make arrangements with RC.

EC21-10: Vote—absentee, allowed to come in?

CG: Done by mail. Do not let them go door to door. You can register them.

Fbriggs: Homebound?

CG: Write to ED of Authority.

MaeM: Coming 10 a.m.

CG: Write to HA, if ED said yes then okay.

EC21-10: Call the HA, Ed, etc. They want to control. Refer to us. Gave your number to fall you. Coming from where?

MaeM: Don't know.

EC21-10: Did not know about it.

CG: Political, need to write to I. Gorham. Senior sites, one time from Monday-Friday, one general meeting 10-4, one candidates night, all invited. Family site: during hours 4-8. Description of event, notify RC.

EB21-3: Going door to door?

CG: Notify manager, will notify all.

VA: We say no, what should it be?

CG: Majority rule. They should understand the process—majority.

EB21-9: ResidentAdvisoryBoard? Resident Council?

CG: On 10/29 at 10 a.m., OP will go over budget. Other policies. Thank you all for coming, see some of you on Tuesday, October 29. Good day.

**Meeting ended approximately 7:14 p.m.
Marjorie Lyons, Recording Secretary**

**Resident Advisory Board Meetings-
Developing PHA Plan**

Resident Advisory Board Meeting re 5 Year Plan October 29, 2002

Topics:

Family Self Sufficiency Policy Update
Amending the Local Preference for Public Housing
Amending the Local Preference for Section 8
Ceiling Rent Policy Revision
Flat Rent Policy Revision
Lease Revisions
PHA Operating Budget Discussion
HOPE VI NJ21-3 Alexander Hamilton Development Discussion

**PATERSON HOUSING AUTHORITY
60 Van Houten Street
Paterson, New Jersey 07505**

October 29, 2002 – 10 a.m.

Meeting started at approximately 10:15 a.m. Sign in sheet was passed around for all to sign.

Carol Gladis: Good morning, nice that you came back. This is our second RAB Meeting, will give you an overview of last meeting. RAB: Changes for the HA, everything you said was recorded, 5 Year Plan included. Will be available for review by 1st of November, documented in the paper. We will send you a template. Our Agenda today is in the purple folder. Annual Plan update, four pages to insert-will have to be completed. Pages 8 and 9 done; pages 14 and 15 done also. Pages 8 and 9, HA needs, Waiting List for Public Housing and Section 8. Pages 14 and 15, financial. Mr. Patterson will give you an overview of this. Will mail a completed copy to you.

Ebonds 21-9: Template?

CG: In your package, document with the large clip, template is a standard form sent to HUD by e-mail. We get reviewed, make changes or get approved. Everything is based on the template. Shall we introduce ourselves again? Carol Gladis-PHA, Eugenia Burton RC President 21-3, Vernon Allen-199 Carroll Street, Eugene Miller RC President 64-68 Keen Street, Marc Slaughter Manager 21-3, Fern Lee HA-Accounting Department, Ovid Patterson-HA Director of Administration, Wilfredo Vazquea-HA Director of Mod & Development, Marjorie Lyons-HA Secretary, Dale Jones-HA Principal Accountant, Ernestine Cabezas-RC President 21-10, Mae Munsinger, RC President 199 Carroll Street, Joan Corradino-RC President McBride Homes, Earline Bolden 163 Rosa Parks Boulevard, Roy Schmidt-HA Maintenance Superintendent, Florine Briggs-RC member 21-10, Vivian Waring-255 Atlantic Street, Erma L. Bonds-RC President 255 Atlantic Street, Alberta Boulware-Sr. Manager, Wanda Johnson-Asst. ManagerSrs., Patrick Taylor -Sr. Manager, Eleanor Gray-RC Vice Pres. 255 Atlantic Street, Barbara Jones 21-1 RC, Josie Elam-HA Community Relations Aide.

CG: Good. First up, FSS Policy. Documents included. FSS Coordinator position, Joe Rivera doing SS work, trying to get tenants to take advantage of services. New regulations-FSS Section 8 only. Will also include public housing residents. Documents-change our policy, includes demographics. Section 8 residents need for mobility. Homeownership goal, working with IDA Program, NJCDC, HOPE VI program, mixed finance.

EB21-9: Is there Section 8 in all buildings?

CG: Two types of programs. Public Housing and Section 8. Most of our Section 8 residents are from NJ21-4 and HOPE VI developments. Housing Choice Voucher. Unification Voucher also. Families in Need, Brooks-Sloate vouchers. Voucher list closed, when it was open some public housing resident applied. Most from 21-4; either or. Any questions? Next—Local Preferences. HA has preferences, HUD had questions about them. Condensed them, reduced down to seven. First is the same, second same, third-Working Preference, mixed finance families. Fourth, Domestic Violence needs no explanation. Fifth-same. Sixth-new preference. Seventh-Veterans of Paterson. Date and time will decide. Other—HUD wanted it out. Next-Section 8 Preferences. Section 8 same as Public Housing. It was not working out, making it easier—first come first served. There are only two preferences. HUD regulations: date and time decide.

EBurton21-3: Combines?

CG: Yes. Other preference—HUD wanted to know. Questions? Next Ceiling Rent Policy.

EB21-9: Go back to local preference #6, resident six months? I received a call from someone desperately needing an apartment to live. Resident of Paterson from Florida, came back here. Needing a place to live.

CG: If out of Paterson for awhile, not on top of list. Six months consecutive here. Senior list open?

GMorrisonL&O: Yes.

CG: Can apply, do not get preference. Patersonian should have an edge. They can still apply, family waiting closed. Tell your friend to apply.

EB21-3: What is the longest wait for family?

GM: A long time, 5,6,7 years. Someone with preference goes ahead.

Tenant21-3: Have been notified, working in Paterson. Do not work in Paterson?

CG: Preference, living here, coming to work and paying rent, that is another preference. Need to pay rent.

Vallen: Any person moving into senior housing, disabled, etc. Should they include that on the lease when they move in? Or sneak in?

CG: Live in?

VA: Need some for assistance, if they do not tell you and sneak them in what happens?

CG: Sneaking not good.

GM: Allow a live in aide.

CG: Be up front, rent is the same. Need to know who is in the building, emergency reasons, etc.

EB21-9: Cannot get this across to tenants, let us know.

CG: Safety and security, we can only do so much.

VA: List of disabled to site managers office.

CG: On their application, police know also.

EB21-9: Paterson PD have this information?

CG: Yes, they need to know. No names. We have it.

EB21-9: That is important. Some totally disabled, they are alone, live along.

CG: Work with CFCS, place them in a nursing home, etc. Some in a nursing home, some need special care.

EB21-9: They apply.

CG: Failing health, can age through the years.

JCorradino21-6-2: Cannot discriminate-no nursing home.

CG: Place somewhere.

VA: Comes in, as years go by become senile, burn room, etc. Should be under protection. Also as to their medication, not fair to others.

CG: We have had problems trying to get them out. CFCS assesses situation, Social Services comes in from county. Very hard to remove, need family's help. Almost eviction.

Ptaylor: Many families against it.

CG: We are not a nursing facility. Continue to do it. Medical help, need aide-take advantage of services. Managers there each day. Next—Ceiling Rent Policy. HUD eliminated this on 10-1-02.

PT: Managers, rent collection?

CG: Flat rent. For Sojourner Douglass tenants. Flat Rent—Ovid Patterson will discuss this, have a chart. HUD introduced concept, idea behind this, allow person with income to stay in public housing. Choice offered, income based on flat rent. Either pay fixed amount instead of 30%. Recertified on an annual basis. Choice—change according to rent %, until recertification. Change if you lose a job, etc. This encourages high income earners to stay in public housing, mixed income. Different type of people in public housing, two or three years in force since our first 5 Year Plan. FMR, now making changes. We were using 80%, now using 65% FMR. Amounts in Federal Register, FMR similar to private sector. Number of bedrooms, etc., areas of country. Changing to 65% FMR. 10-1-02 Federal Register. Questions?. Look at what you pay, 30% of adjusted gross income or FMR rent option.

Tenant21-3: I work two job, flat rent?

OPatterson: If you choose/

VA: How low can you go?

OP: Based on 65%, 0 bedroom \$496, etc. (Reads figures from chart)

Tenant: Change every year?

OP: Amount will change, percentage the same. FMR might go up-similar to private sector. Only upon recertification, cannot change otherwise. Individual has to decide.

RoySchmidt: Recertification? Review, give me both prices?

CG: 30% or Flat Rent.

Tenant: Rent now, what are we paying?

CG: Income based, minimum charge \$50.

PT: Mr. Patterson and Ms. Gladis, tenants familiar, get selection, show what amount is.

OP: Standard form.

CG: Questions?

EB21-3: Change to change?

CG: Will have Gwen Morrison and Fern Lee go over Lease revisions.

Flee: Good morning. Very few changes to lease. Addendum added, everything together in the lease, minor changes. Penalties charged as additional rent. New numbers to the lease. Can add adopted child, spouse, custody only. Indicate who person is. They will be added to the lease. New members 18 or over, subject to criminal check, credit check. Prior approval from HA to add someone to lease.

EB21-9: Lease statement?

FL: Check with HA for approval, 18 or over. Live in aide, etc. same checks.

Tenant: Companion?

FE: No.

PT: What about friends in the place?

GM: They stay there. Foster child okay.

FL: Questions?

Tenant: Live in on lease? Went to an apartment, bedroom in the living room.

FL: Illegal, will have to leave. Lease termination possible.

CG: If you see things going on please let us know, let the manager know, or also Sal Feola, our Community Relations Officers.

Tenant: All know about this.

PT: They are in the wrong. Need to plug into the manager.

VA: Move in or out, site manager there?

GM: That is the rule.

VA: Moves in on a Saturday.

Mslaughter21-3Mgr: Time 8-4:30, on week days.

Tenant: Moves out on weekend.

MS: They are skipping.

Tenant: What about this, tell them they are still there? Over and over again.

FL: Report it to the site manager.

GM: Managers should see who is there, let Central Office know.

Emiller: HA looks into int?

CG: Manager.

WV: No action, where to go?

FL: Site Manager, L&O Department.

WV: What happens-reported, nothing done. Go to who?

GM: L&O, get someone there. Need staff to be able to go there, process long.

EM: That is my question.

EB1-9: Two or three years?

GM: Yes.

FL: Pet Policy, minor changes. Permits needed, otherwise lease termination.

WJohnson: Pet permit?

FL: Let the manager know, should have a permit.

PT: Specific need.

FL: L&O gets calls.

GM: To the manager, sheet of paper-Rules & Regulations.

PT: Need copies.

CG: When it is adopted, at Board meeting.

WV: Changes to be adopted.

CG: Why allow pets? We have to, it is the law.

MS21-3: Sent tenant down here, done for all.

EM: What about those with pets?

CG: Up to manager, fine them.

EM: I know some have pets.

CG: Manager knows. If you know, let the manager know.

Djones: Question. Insurance requirement. Copies of certificate, amount?

CG:

WV: Will have a meeting in office to determine.

Tenant: Scattered sites also?

VA: Make sure person takes it for a walk.

CG: Clear policy, strict.

EB21-9: Statement. Residents, some alter site to accommodate pet at site. Some have enclosed their unit, fire hazard.

CG: No alterations to the unit allowed. In the lease, check this.

FL: Changes to charges.

CG: Done already.

FL: That is it, not many changes. Lease addendum.

Smoores21-1: Maintenance, 8-4:30, charge for lock out \$50?

FL: Only after 4:30.

SM: Charged \$100.

CG: Replacement key?

SM: Get in apartment.

RS: Was \$25.

SM: Charged \$75 at 21-1.

RS: Whatever is in the lease, that is the charge.

SM: Still on the job, why charged during the day?

RS: Talk to your manager, many times they let people in, major distraction.

SM: Charge \$50?

MS21-3: Tenants with reasons for getting locked out. Sending letter to tenants, 30-40 times a day. Excuses, flood office-ridiculous.

SM: Pay double, \$50 too much.

DJ: Be more careful.

CG: Excuses>

EB21-3: Where does money go?

DJ: Operations.

OP: Understand, budget at times, other purposes. Taking from their normal job. Make tenants aware.

SM: 8-4:30.

CG: Deterrent. Mslaughter has 500 units, 1500 total. Senior sites-two men there. Lot of demands, have to be responsible.

Tenant: Get locked out, neighbor has my key.

BJones: The amount is too much.

CG: Tenants irresponsible.

BG: Charge them.

CG: Manager has to keep tabs on them. Continue discussion on lock out, standard charge.

WV: Forum to comment. Will look at costs, answer your questions.

VA: Lost my key, get another key? Use tricks.

PT: Managers point of view, must check to meet person. 18 or over.

VA: Smoking, no smoking? Go outside to smoke.

CG: Smoke free buildings. Community areas, rooms and hallways.

Tenant: Guests smoke in elevator.

CG: Signs posted-hard to enforce.

OP: In your building, problems with smoking, residents know this.

CG: We understand that. Look at fee for lost key. Next, O. Patterson will go over budget.

OP: Will be brief. Dale Jones will help. Two or three years we are submitting plan now. GAAP accounting.

WJ: What page?

OP: Pages 14 and 15. Will discuss briefly. New way of doing books, for the forthcoming fiscal year. This document shows sources of funds for the plan year. Where we use the money. What is incorporated OB 4-1-03. Too early to say, usually in December work on budget, submit to Board. Prepare budget, meet with managers-still in the process. At this point in time only have so much money, will be brief. We are short, will have to do again. Where will funds come from. Will not cut services, except 21-4.

EB21-9: Security?

OP: Monitors ineffective. We have intention to put in this budget funds for security. Something else in mind, resources identified. Includes all funds. Lot of money, many needs. OP reads from the list on pages 14 and 15goes over figures PHDEP no longer. FSS, etc. Low rent public housing units, TOP Grants....continues to read from figures on page. Next page, additional sources available. No. 4, Other Income—changes we made.

EB21-9: Laundry room? Does not belong to housing, why is it on here?

OP: They pay fee to rent, machines owned by company. We get some money.

EB21-9: Need more washers.

OP: We have a contract, see no problem.

EB21-9: Space there.

OP: If company will do it.

Roy: Managers. Vendor making money, not profit for HA.

EB21-9: Machines out of order, cannot use.

VA: Need more machines. They break down.

OP: Will bring it up with vendor. Any questions?

CG: Laundry, extra machines.

MaeM: Three machines out, called company. They have not fixed it.

CG: Go through Purchasing, go through Managers.

VA: Site Managers do their job, they get the blame.

RS: Start with your manager, submit to Purchasing. Need documentation.

Emiller: No problem at my site.

OP: Questions?

CG: HOPE VI.

WV: No document yet about HOPE VI. Checked off box, going for HOPE VI again. Similar to 21-5. On 10/15, met with RC 21-3 to discuss issues. \$25 million, same issues. In 1997, thought about HOPE VI, because of 21-5, did not do at the same time. Program improves quality of life. Social service programs. Better housing opportunities. General feeling, RC supportive. Questions re vouchers-portability. Also, address ongoing situation at AHP. Work with PPD to set up precincts, attempt to get HOPE VI. Currently, \$2.9 million, six years for improvements. Major project three years. Not a lot you can do, talk to City Council, Mayor, Board of Commissioners—same as for 21-5. Other issues also. High rise—all buildings, preliminary plans, lot to go through. Public hearings, application process, program takes 4-5 years to complete. Have not moved on it yet, RC and RAB, residents should know. Questions?

EB21-9: HOPE VI, does it always mean demolition?

WV: No. Look at the site, all buildings or some buildings, that is what we have to decide and look at. Board of Commissioners, Mayor, City Council, HUD, all agencies together.

Tenant: High rise should come down, low level at 21-3 in shape?

WV: Some money spent, we have to maintain and keep premises. Doing electrical upgrade, 60 amps need 100 amps. Heating system, exterior. Income mixing. Patios, yards, lot of things. Need to spend a lot.

VA: Paint apartments? Paint themselves?

WV: HOPE VI residents did not do, Operations function. Go to Roy Schmidt.

PT: Operations policy—we supply paint, manager checks to see paint is on the walls.

WV: That is our info as to HOPE VI, will keep you advised of status.

EB21-3: Resident Council meeting mixed feelings—low rises easy to maintain.

WV: Inside and outside, not cost effective. Otherwise all buildings new. Either way, I have no preference.

Tenant: From 163 Rosa Parks Blvd., received phone call, demolition?

WV: Not by us.

VA: High rise—drug use bad.

WV: Bring high rise down, poor design. Change the buildings, construct new.

Tenant 21-3: Small buildings, what is in the future, come down?

WV: I'm comfortable either way. Your comments valuable.

Roy: Room size small.

WV: All small.

VA: When you change apartments, disabled should have a say, did not ask me.

WV: Special regulations for handicap, new construction, must meet requirements.

Tenant: HA, high rise Section 8?

WV: Section 8 for relocation, transfer into public housing unit-one to another.

Tenant: From high rise, put into low rise, what is the purpose?

WV: High rise 336 units, some do not want Section 8, request public housing. We are obligated to get them in public housing.

OP: Deconcentration and income mixing, weed out the bad. Trouble with limited resources, weed out bad.

WV: Polices itself, small community. We take a lot of responsibility. Residents need to get responsible, have more control of your community.

VA: Where do you stand-some have bad attitude.

WV: We do the best we can, residents have to be more responsible. Maintain/provide services. You live there, you are obligated to report anything wrong.

Tenant: You cannot tell everything, you live there.

WV: We can only do what we do.

MS21-3: Had report woman being beaten, she refuses to do anything, did not want to cause a problem. Life in danger. We see bad things, have to know who is doing bad things.

WV: HOPE VI process moving forward, will keep you abreast. Thank you for listening.

CG: Anything else? Other issues. Thank you for coming, will send you a copy of template.

SM21-1: Already put together, do not like that. Lease too.

CG: Lease? Please read it. You have a 45 day period to comment, read it, send us your comments in writing. We will address your concerns, make changes up to last minute, 45 days from November 1st. Thank you.

**Meeting ended approximately 12:15 p.m.
Marjorie Lyons, Recording Secretary**

Attachment E:

**Substantial Deviation and
Significant Modification**

The Paterson Housing Authority's Plan is amended to include the definition of Substantial Deviation to mean "Any Change with regard to Demolition or Disposition, Designation, Homeownership Program, or Conversion Activities in the Future".

Attachment F:

HOUSING AUTHORITY OF THE CITY OF PATERSON

RESIDENT ASSESSMENT FOLLOW-UP PLAN 2002

The Real Estate Assessment Center mailed out 451 surveys to PHA residents of which 148 were returned. The response rate of 34% is above the national response rate of 10%. No surveys were undeliverable.

The Housing Authority of the City of Paterson has prepared the 2002 Resident Assessment Follow-Up Plan in response to the survey results.

In each of the five (5) survey categories, Maintenance Repair, Communication, Safety, Services and Neighborhood Appearance, the PHA increased their scores from the previous year.

Survey Categories	2002 Score	2001 Score	National Average
Maintenance & Repair	73.9%	74.5%	88.2%
Communication	58.2%	59%	74.7%
Safety	49.4%	50.9%	72.8%
Services	82.1%	80.8%	91.5%
Neighborhood Appearance	48.5%	50%	76%

As a result of the responses, the Paterson Housing Authority is required to prepare a follow-up plan for all categories with the exception of Services.

A close analysis of the responses by Development by question was the premise by which the follow-up plan was developed.

MAINTENANCE AND REPAIR

Survey Question #1: If you called Non-Emergency maintenance or repairs was the work usually completed?

- A. The PHA received a score of 91.6%.
- B. Maintenance Management will continue to monitor the response time on work orders.

Survey Question #2: If you called for Emergency maintenance or repairs was the work usually completed?

- A. The PHA received a score of 88.3 %.
- B. Maintenance Management will continue to monitor the response time on emergency work orders.

Survey Question #3: Based on your experience, how satisfied are you with how easy it was to request repairs?

- A. The PHA received a score of 88.3%.
- B. The PHA has initiated a centralized work order system whereby residents contact the dispatch center where work orders are issued on a first come, first served basis, with the exception of emergencies.
- C. A status report is generated monthly to reconcile the number of work orders issued and the number completed.

Survey Question #4: Based on your experience, how satisfied are you with how well the repairs were done?

- A. The PHA received a score of 66.2%.
- B. Maintenance Management staff will be conducting random follow-up inspections on work completed to determine the quality of repairs.
- C. Maintenance repair and supervisory staff have attended Housing Television Network training in the fields of Lead Based Paint, Faucet Repairs and Electrical Loading Centers. Training will continue throughout the year.
- D. The PHA has initiated a Maintenance Training Program for all staff.

Survey Question #5: Based on your experience, how satisfied are you with how well you were treated by the person doing the repairs?

- A. The PHA received a score of 72.7%.
- B. Housing Managers have been made aware of the survey results for each development.
- C. Each Manager has been asked to speak to all site personnel on attitude and delivery of services.
- D. Senior staff encourage courteous treatment of residents.

In addition to responses to the survey questions, the Maintenance Department has introduced several new initiatives to promote a higher quality of services:

- A. Monthly staff meetings are held and (1) problem work orders are discussed and scheduled; (2) procedures are reviewed and (3) updates on site operational procedures are discussed.
- B. Meeting with residents regarding cleaning common areas and setting up Cleaning schedules at the Alexander Hamilton Development.
- C. A new maintenance charge list has been reevaluated with tenant input and distributed to all PHA residents.
- E. A Preventive Maintenance Policy has been developed.

COMMUNICATION

Survey Question #1: Do you think management provides you with information about: maintenance and repair?

- A. The PHA received a score of 62.8%.
- B. The PHA Executive Director holds monthly meetings with all Resident Council Presidents. The Agendas for the meetings include major maintenance and repair issues, modernization, as well as resident concerns and events. The information provided at these meetings is carried over by the Presidents, to be addressed at the Resident Councils' Monthly Meetings.
- C. The PHA produces a bi-monthly newsletter which is forwarded to all public housing and HOPE VI residents. Contained in the newsletters are articles that address upcoming maintenance repairs.
- D. Prior to any major work or system shut down, each Housing Manager provides written notice to each household that will be affected, posts notices in the hallways and elevators, also, in some instances, issues follow-up notices.

Survey Question #2: Do you think management provides you information about: the rules of your lease?

- A. The PHA received a score of 64%.
- B. At the time each resident signs their initial lease, PHA staff reviews its contents in detail. Upon annual renewal of the lease, an overview is once again given.
- C. In October 2002, the PHA made changes and modifications to the Residential Lease Agreement in the areas of Public Housing Management Charge List, Pet Policy, and Rules and Regulations. Residents were encouraged to submit comments.

Survey Question #3: Do you think management provides you information about meetings and events?

- A. The PHA received a score of 65.5%.
- B. The PHA notifies its residents of meetings, special events and general notices through several processes. Notices of upcoming meetings and/or special events are published in the PHA's Bi-Monthly Newsletter and on the website. Special mailings are sent to residents for notifications of lease revisions and/or policy changes. Flyers are distributed by staff to all households in each development, and also posted in the Manager's Office, Lobby area, Mail Room area, and elevators.
- C. Each Site Manager attends the Monthly Resident Council Meeting to help make residents aware of new PHA initiatives.
- D. The Planning & Grants Department issues door-to-door notices and meets with residents to notify them of all special events that occur at each development.

Survey Question #4: Do you think management is: responsive to your questions and concerns?

- A. The PHA received a score of 55.7%.

- B. Site Managers, Maintenance Staff, Leasing & Occupancy Staff, and Management Staff have been instructed to employ their best customer relation skills when working with residents.
- C. Management Staff has been monitoring interaction between staff and residents to determine the level of professionalism being offered.

Survey Question #5: Do you think management is: courteous and professional with you?

- A. The PHA received a score of 63%.
- B. Site Managers, Maintenance Staff, Leasing & Occupancy Staff, and Management Staff, have been instructed to be courteous and professional when working with residents.
- C. Management continues to monitor the interaction between staff and residents to observe the level of professionalism being offered.

Survey Question #6: Do you think management is: supportive of your resident/tenant organization?

- A. The PHA received a score of 57.5%.
- B. The Executive Director has set up a monthly meeting schedule with all Resident Council Presidents to discuss their concerns and to keep them current on PHA projects.
- C. PHA staff meets with resident council representatives on a monthly basis, to review programs and keep them abreast of the planning process for upcoming events, policy changes, updates and fiscal oversight.
- D. The PHA includes the Resident Council in planning Christmas Parties, Beautification Day, Make a Difference Day, Barbecues, Teen Summits, and Women's Conference.
- E. The PHA has a resident Building and Grounds Program at the Alexander Hamilton Development..
- F. PHA Staff attends the Resident Council Meetings on a regular basis.
- G. The Senior Development Resident Councils have worked with staff to bring special events and programs into the sites.
- H. The PHA prepared a Senior ROSS Application with the Senior Developments' Planning Committee.
- I. The Resident Council Presidents and one Council Member sit on the PHA's Resident Advisory Board.
- J. The Executive Director has designated a staff member to work with the Senior Citizen Resident Councils and residents.
- K. The PHA has worked with both family developments' ROSS programs.
- L. The PHA has several contracts with the Riverside Terrace Development and Alexander Hamilton Development Resident Councils for youth and summer programs.
- M. Residents participate in the planning and implementation of William Paterson University's HIV/AIDS awareness program.\

NEIGHBORHOOD APPEARANCE

Survey Question #1: How satisfied are you with the upkeep of the following areas in your development; common areas

- A. The PHA received a score of 56.9%
- B. Tenants are assigned dates to clean the hallways and common areas.
- D. A resident Building and Grounds program is operational at the Alexander Hamilton Development.

Survey Question #2: How satisfied are you with the upkeep of the following areas in your development; exterior of buildings?

- A. The PHA received a score of 55.2 %.
- B. PHA staff have rescheduled clean up of the front and rear of all buildings.
- C. Total Life Program students are assisting with the clean up of the exterior of the buildings.
- D. A Make A Difference Day Event was held with community partners to clean up Riverside Terrace Development.
- E. A Building and Grounds program operates at the Alexander Hamilton Development.

Survey Question #3: How satisfied are you with the upkeep of the following areas in your development; parking areas?

- A. The PHA received a score of 50.4%.
- B. PHA staff routinely cleans the parking lots and building exteriors.

Survey Question #4: How satisfied are you with the upkeep of the following areas in your development; recreation areas?

- A. The PHA received a score of 53.8%.
- B. Staff cleans these areas on an ongoing basis.
- C. Staff has been working with the Resident Councils and Youth Programs to develop an anti-litter campaign.
- D. New barbecue pits and picnic benches have been constructed.

Survey Question #5: How often, if at all, are any of the following a problem in your development; abandoned cars?

- A. The PHA received a score of 76.2%.
- B. Managers check the parking lots for abandoned cars weekly, and when identified call police to have the vehicle ticketed and towed.
- C. The two Community Police Officers assigned to the PHA have identified and scheduled the removal of abandoned cars.

Survey Question #6: How often, if at all, are any of the following a problem in your development; broken glass?

- A. The PHA received a score of 65.1%.
- B. Clean up is done on a regular basis and tenants are encouraged to assist keeping the site in order.

Survey Question #7: How often, if at all, are any of the following a problem in your development; graffiti?

- A. The PHA received a score of 71.7%.
- B. Staff is working to remove graffiti as soon as possible.
- C. The interior is washed and painted.
- D. The exterior is pressure washed and chemically treated to restore the building.
- E. During the PHA's Make A Difference Day Event, graffiti was removed from play areas.

Survey Question #8: How often, if at all, are any of the following a problem in your development; noise?

- A. The PHA received a score of 54.1%.
- B. Residents are encouraged to contact the Manager's Office and identify problem tenants. Local law enforcement officers are made aware of this problem, and speak with the resident.
- C. Continued noise offenders will be fined and if necessary, evicted.

Survey Question #9: How often, if at all, are any of the following a problem in your development; rodents and insects (indoors)?

- A. The PHA received a score of 56.3%.
- B. Extermination is scheduled and completed monthly, and residents are notified in advance.
- C. In special instances where there is an increase in rodents/and or insects, the exterminator is contacted immediately to treat the problem.

Survey Question #10: How often, if at all, are any of the following a problem in your development; trash/litter?

- A. The PHA received a score of 52%.
- B. Exterior clean up includes removal of all trash and litter.
- C. Residents are being encouraged not to litter.

Survey Question #11: How often, if at all, are any of the following a problem in your development; vacant units?

- A. The PHA received a score of 65.4%.
- B. All vacant units have been identified, special security locks installed, cleaned out, and are in the process of being rehabilitated.
- C. A special vacant unit team has been established to expedite the turning over of a unit.

SAFETY

Survey Question #1: How safe do you feel; in your unit/home?

- A. The PHA received a score of 59.1%.
- B. The Authority is well aware of the residents' safety concerns and has encouraged residents to form resident patrols
- C. Two Community Relations Officers are assigned to the PHA full time from the Paterson Police Department. They rotate among all the sites, meet with the

resident councils and residents, and provide direct services as well as referrals to the Narcotics Division.

- D. The PHA has been working with the Mayor's office to establish police precincts at the two family developments.

Survey Question #2: How safe to you feel in your building?

- A. The PHA received a score of 53.7%.
- B. The PHA has provided new security tv systems in each of the Senior Citizen Developments. The system allows for residents to monitor visitors prior to admitting them into the building.
- C. The Housing Authority has also been awarded funds from HUD for a Drug Elimination Technical Assistance Program. The DETAP consultant will work with the residents at the NJ21-1 Riverside Terrace Development and NJ21-3 Alexander Hamilton Development, in developing all available resources to continue efforts to decrease drug abuse and violence, and promote personal safety.
- D. The Senior Citizen buildings are being monitored in the evening by security monitors who are stationed in the front entrance of the buildings.
- E. The Executive Director has ongoing meetings with the Mayor and Chief of Police to discuss security concerns at each development.

Survey Question #3: How safe do you feel in your parking area?

- A. PHA received NS

Survey Question #4: Do you think any of the following contribute to crime in your development; bad lighting?

- A. The PHA received a score of 60.8%.
- B. The PHA's night crew performs exterior light checks for inoperable lights and replaces same, as necessary.
- C. Interior hallway lights are monitored by the building workers and managers on a daily basis.

Survey Question #5: Do you think any of following contribute to crime in your development; broken locks?

- A. The PHA received a score of 64.8%.
- B. Lock replacement is ongoing and performed by the maintenance repair staff.
- C. The PHA is under contract with a locksmith company to supply security hardware and apartment entrance services for specialized repairs.
- D. Tenants are charged for intentional lock vandalism.

Survey Question #6, 7, 8: Do you think any of the following contribute to crime in your development; location of housing development, police do not respond, residents don't care.

- A. All received an N/A.

Survey Question #9: Do you think any of the following contribute to crime in your development; resident screening?

- A. The PHA received a score of 68.9%.
- B. The PHA performs criminal background and credit checks on every household member 18 years of age and older prior to lease up.
- C. The PHA, in cooperation with the Paterson Police Department, requests random arrest reports on residents believed to be involved in criminal activity.

Survey Question 10#: Do you think any of the following contribute to crime in your development; vacant units?

- A. The PHA received a score of 81%.
- B. The PHA has initiated an aggressive plan to identify vacant units and prioritize their repairs for quick lease up. A special clean out team has been established to address the vacant units.
- C. In an effort to expedite their occupancy, residents have been allowed to paint their own units.

Attachment G:

Comments in Developing PHA Plan

**Resident Advisory Board Meeting re
5 Year Plan - October 22, 2002**

Topics:

**Capital Fund Overview, Maintenance Training Policy,
Maintenance Charge Changes, Preventive Maintenance Policy,
HOPE VI Community Center Rental Policy, Facility Access Policy**

As to Capital Fund Overview

Tenant: Screens damaged, took it to Goffle Road for repair, paid \$68 myself. Also, tenant from 163 Rosa Parks-asking for repairs. Paid for window.

Vernon Allen: Is there anything in budget re security monitors?

Tenant: At Cotton Homes, door problems, can't get firemen-emergency inside.

Tenant: At NJ21-10, no parking for residents. Also doors, gate broken. As to windows-who decides? Windows not as important as gate and doors. Broken a long time. We cannot park in lots, no room.

Ernestine Cabezas: At NJ21-10, they come to me. They came back to check, some part fixed.

Tenant: At NJ21-9, does Housing Authority do insulation for doors? No insulation for balcony doors.

Vernon Allen: As to doors, etc. The young people come in at night, they ruin doors, you cannot tell people what to do. They will not listen.

Erma Bonds: At 21-9, we need a sign to keep people out.

As to Maintenance Training

Erma Bonds from NJ21-9: What is SMR?

Vernon Allen: A health aide comes to my apartment.

Tenant: Do we have to pay for bulbs? Paid \$6.45 each.

Vernon Allen: Some tenants do not want you in their apartment, they blame maintenance staff if something is missing.

Tenant: Maintenance should leave a tag, they do not leave anything.

S. Moore, NJ21-1: We do we pay for thermostats?

Mae Munsinger: If the next door bathtub backs up, why do I pay? That tenant should pay.

Eugenia Burton, NJ21-3: Increase, why?

Tenant: If toilet breaks, pay for labor?

Vernon Allen: They destroy things intentionally. Some apartments unfit.

Florine Briggs: Problem still ignored.

Erma Bonds, 21-9: How do you charge?

Vernon Allen: Some think it is the manager, not about government.

Florine Briggs: Maintenance salaries, do we pay for labor?

S. Moore: Thermostats—no labor. It was working before. Thermostat falls off wall.

Mae Munsinger: Falls off, melts. Tell maintenance-make us pay for it.

Erma Bonds: Your house, you pay for bulbs. Should go to manager, do things right way. They want to fuss about it. Go to your manager, come to meeting next step.

As to Preventive Maintenance

Ernestine Cabezas, NJ21-10: Vents not working, odor through building. Goes throughout.

Florine Briggs: Many complaints re this.

Vernon Allen: Backing up of sinks and the like.

As to HOPE VI Community Center

Tenant: Room holds 350? Conference room 30?

Ernestine Cabezas, NJ21-10: Absentee, persons allowed to come in?

Florine Briggs: What about homebound?

As to Facility Access Policy

Mae Munsinger: They are coming at 10 a.m.

Ernestine Cabezas: Call the Housing Authority, contact the Executive Director. They want to control things. Refer to us. I gave your number to call you. Coming from where?
Mae Munsinger: I don't know.

Ernestine Cabezas: I did not know about it.

Eugenia Burton, NJ21-3: Going door to door?

Vernon Allen: We say no, what should it be?

Erma Bonds: Resident Advisory Board? Resident Council?

**Resident Advisory Board Meeting re
5 Year Plan - October 29, 2002**

Topics:

**Family Self Sufficiency Policy Update, Amending the Local
Preference for Public Housing, Amending the Local Preference
For Section 8, Ceiling Rent Policy Revision, Flat Rent Policy Revision,
Lease Revisions, PHA Operating Budget Discussion,
HOPE VI NJ21-3 Alexander Hamilton Development Discussion**

As to Family Self Sufficiency Policy

Erma Bonds, NJ21-9: Is there Section 8 in all buildings?

Eugenia Burton, NJ21-3: Combine, Section 8 and Public Housing?

Erma Bonds: Go back to local preferences, #6—resident six months? I received a call from someone desperately needing an apartment to live. Resident of Paterson from Florida, came back here. Needing a place to live.

Eugenia Burton: What is the longest wait for a family?

Tenant, NJ21-3: Have been notified, working in Paterson. Do not work in Paterson?

Vernon Allen: Any person moving into senior housing, disabled, etc. Should they include that on the lease when they move in, or sneak in? Need some assistance-if they do not tell you and sneak them in, what happens?

Erma Bonds: Cannot get this across to tenants, let us know.

Vernon Allen: List of disabled to site manager's office.

Erma Bonds: Paterson Police have this information? That is important. Some are totally disabled, living along.

Joan Corradino, NJ21-6-2: Cannot discriminate—no nursing home. Public housing for seniors.

Vernon Allen: Come in, as years go by become senile, burn room, etc. Should be under protection. Also as to their medication, not fair to others.

As to Flat Rent

Tenant, NJ21-3: I work two jobs, flat rent?

Vernon Allen: How low can you go in rent?

Tenant: Change every year? Rent now, what are we paying?

Eugenia Burton: Change?

As to Lease Revisions

Erma Bonds: Lease statement?

Tenant: Companion allowed? Live in on the lease? Went to an apartment, bedroom in the living room. All know about this.

Vernon Allen: Move in or out, site manager there? They move in on a Saturday.

Tenant: Move out on weekend. What about this, tell them they are still there. Over and over again.

Eugene Miller: Housing Authority looks into it? That is my question.

Erma Bonds: Two or three years?

As to Pet Policy

Eugene Miller: What about pets? I know some have pets.

Tenant: At scattered sites also?

Vernon Allen: Make sure the person takes it for a walk.

Erma Bonds: Residents-some alter site to accommodate pet. Some have enclosed their unit, this is a fire hazard.

Shirley Moore: Maintenance, 8-4:30. Charge for lock out \$50? I was charged \$100. Charged \$75 at NJ21-1. They are still on the job, why charged during the day? Charge \$50? Pay double, \$50 too much.

Eugenia Burton: Where does the money go?

Tenant: Get locked out, a tenant has my key.

Barbara Jones: The amount is too much.

Vernon Allen: Lost my key, get another key. They use tricks. Smoking, no smoking. Go outside to smoke.

Tenant: Guests smoke in elevators.

As to Operating Budget

Erma Bonds: Security? Laundry room, does not belong to housing, why is it on here? Need more washers. Space there. Machines out of order, cannot use.

Vernon Allen: Need more machines, they break down.

Mae Munsinger: Three machines out, called company. They have not fixed it.

Vernon Allen: Site managers do their job, they get the blame.

Eugene Miller: No problem at my site.

As to HOPE VI

Erma Bonds: HOPE VI, does it always mean demolition?

Tenant: High rise should come down, low level at 21-3 in shape?

Vernon Allen: Paint apartments, paint themselves?

Eugenia Burton: Resident Council meeting—mixed feelings, low rises easy to maintain.

Tenant: Received a phone call—demolition?

Vernon Allen: High rise, drug use bad.

Tenant: Small buildings at AHP, what is in the future-come down?

Vernon Allen: When you change apartments, disabled should have a say, did not ask me.

Tenant: Housing Authority, high rise Section 8? Move from high rise, put into low rise, what is the purpose?

Vernon Allen: Where do you stand—some have bad attitude.

Tenant: You cannot tell everything that goes on, you have to live there.

Shirley Moore: Already put together, do not like that. Lease done too..

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (FFY 2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
2	1406 Operations	588,320
3	1408 Management Improvements	588,320
4	1410 Administration	294,160
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	93,489
8	1440 Site Acquisition	
9	1450 Site Improvement	544,846
10	1460 Dwelling Structures	758,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	25,000
13	1475 Nondwelling Equipment	49,467
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	2,941,602
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	0
24	Amount of line 20 Related to Energy Conservation Measures	0

Annual Statement**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
	FEES & COSTS:	1430	
NJ21-1	Underground Utility Upgrade		38,139
	Apartment Painting		14,700
	Common Area Painting		2,450
	Replacement of Apartment Entry Door		15,750
	Upgrade Fire Escapes		9,000
NJ21-3	Fees Community Building Heating Upgrade		3,750
NJ21-9	Upgrade Manager's Office		3,400
NJ21-10	Upgrade Windows		6,300

Annual Statement**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Boiler Preventive Maintenance 35% - Benefits Tenant Integrity Investigator 35% - Benefits Data Entry Clerk 35% - Benefits Asst. Purchasing Agent 35% - Benefits Site Security – PHA Wide Elevator Preventive Maintenance Computerization – Software Tenant Services Staff & Commissioner Training Background Checks – Screening of Tenants & Applicants	1408	53,049 18,567 15,324 5,363 19,468 6,814 22,026 7,709 135,000 40,000 100,000 130,000 15,000 20,000
	Total – Management Improvements		<u>588,320</u>

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NJ21-1 Riverside Terrace Development	Underground Utility Upgrade Phase I	1450	544,846
	Apartment Painting (3 story buildings)	1460	210,000
	Common Area Painting	1460	35,000
	Replacement of Apt. Entry Doors	1460	225,000
	Replacement of Ranges (50%)	1460	53,000
	Replacement Fire Escapes	1460	100,000
NJ21-3 Alexander Hamilton Development	Upgrade Community Building Heating System	1470	25,000
NJ21-9 Joseph Masiello Homes	Upgrade Manager's Office	1460	10,000
NJ21-10 Gordon Canfield Homes	Upgrade Apartment Windows	1460	90,000
PHA Wide	Computerization	1475	49,467
PHA Wide	Operations	1406	588,320
PHA Wide	Management Improvements (see Attached details)	1408	588,320
PHA Wide	Administration	1410	294,160

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	Office of Executive Director Salary	1406	60,000
	Benefits		21,000
	Dept. of Planning & Grants Salaries		40,000
	Benefits		14,000
	Dept. of Mod & Development Salaries		-
	Benefits		-
	Dept. of Administration Salaries		77,830
	Benefits		27,240
	Dept. of Leasing & Occupancy Salaries		45,000
	Benefits		15,750
	Dept. of Mgm.t & Operations Salaries		50,000
	Benefits		17,500
	Legal Fees		75,000
	<u>Non-Routine Expenditures:</u>		
	Extraordinary Maintenance		30,000
	Replacement of Equipment		40,000
	Vacant Unit Preparation		75,000
	Total:		588,320

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NJ21-1	9/30/05	9/30/07
NJ21-3	3/31/05	3/31/06
NJ21-9	3/31/05	3/31/06
NJ21-10	3/31/05	3/31/06

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
Total estimated cost over next 5 years			

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
NJ21-1	300 Family	See Attached Information	-	-	-	-	-	-
NJ21-3	498 Family	“	-	-	-	-	-	-
NJ21-6-1	96 Senior	“	-	-	-	-	-	-
NJ21-6-2	96 Senior	“	-	-	-	-	-	-
NJ21-7	112 Senior	“	-	-	-	-	-	-
NJ21-8	100 Senior	“	-	-	-	-	-	-
NJ21-9	188 Senior	“	-	-	-	-	-	-
NJ21-10	100 Senior	“	-	-	-	-	-	-
NJ21-12	20 Family	“	-	-	-	-	-	-
NJ21-4-16	137 Family	“	-	-	-	-	-	-